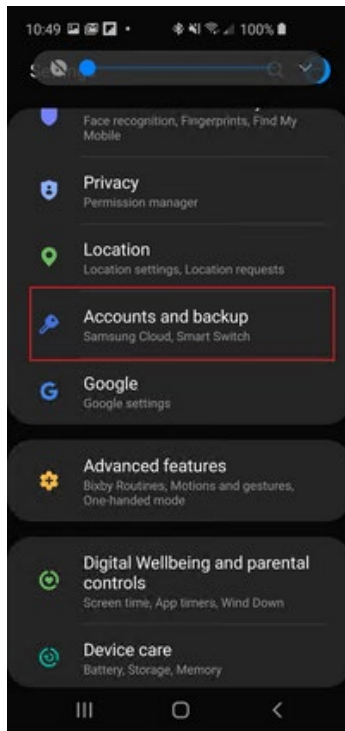
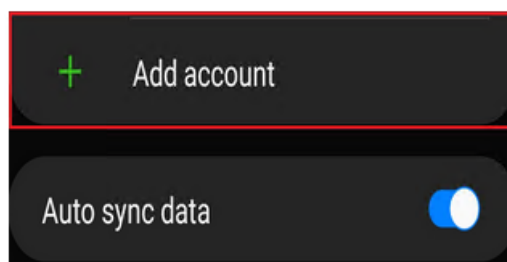
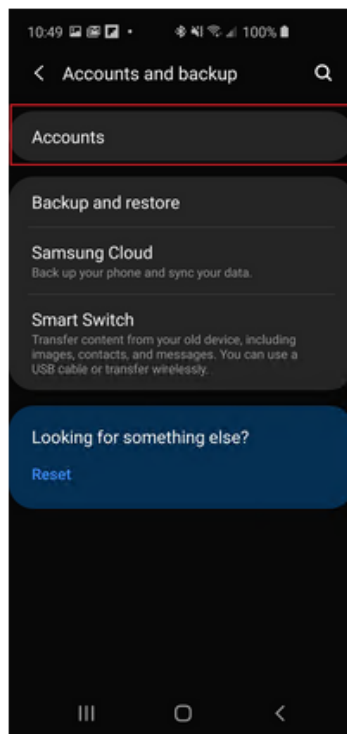


## How to set up your Concordia exchange email on Android

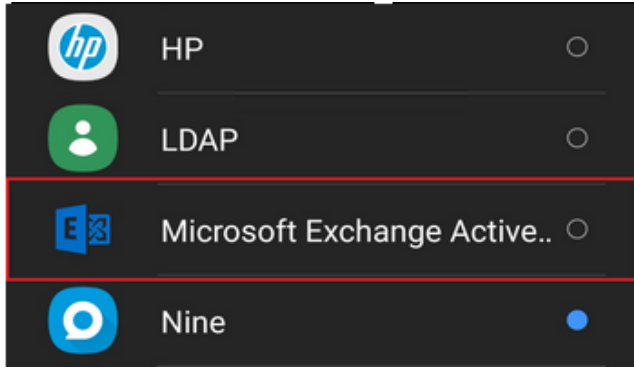
1. Open the Settings menu and click on **Accounts and Backups**.



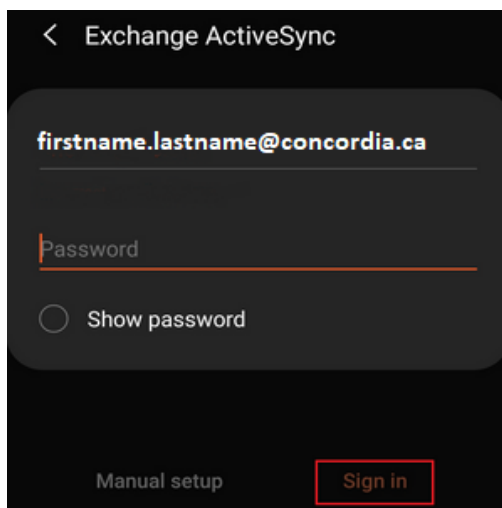
2. Click on **Accounts**, and then, on the next page and select **Add Account**.



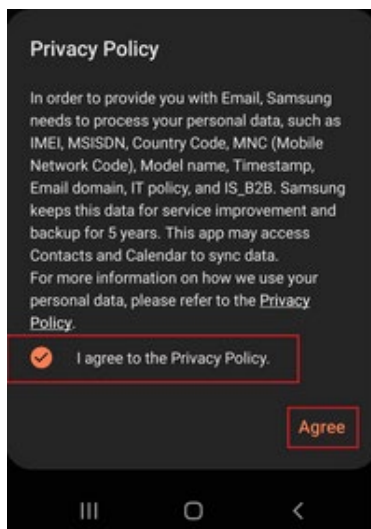
3. Scroll down the list and select **Microsoft Exchange ActiveSync** (Note: There may be another option in the menu called Exchange, which will not be the right selection. Be sure to scroll to the Microsoft Exchange option).



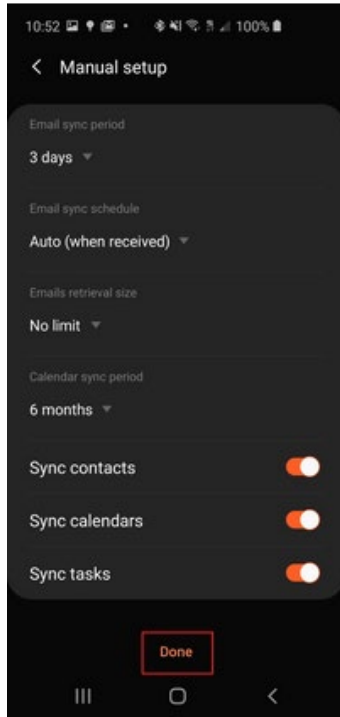
4. Type your full email address, **firstname.lastname@concordia.ca**, type your Concordia account password, and then tap **Sign In**.



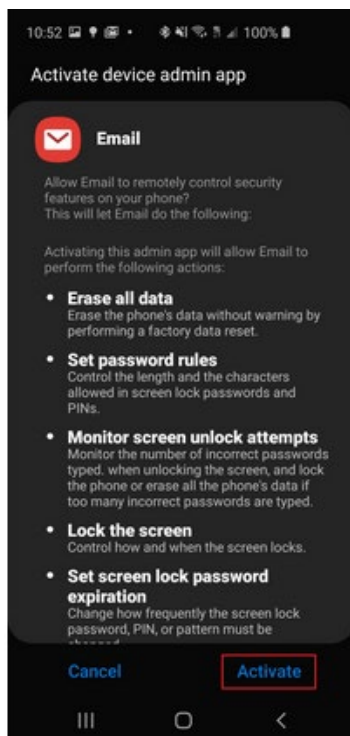
5. Agree to the Privacy Policy, and if prompted agree to the security settings as well.



- Depending upon the OS version, or configuration, you may be prompted to configure the sync settings for the account.



6. When mail is opened for the first time you will be prompted to make this an Admin app, click **Activate**.



If manual setup is required the server information is:

**Server Settings**

**Email:** firstname.lastname@concordia.ca

**Server:** outlook.office365.com

**Domain:**

**Username:** firstname.lastname@concordia.ca

**Password:** enter email password

**Description:** Exchange